

**Pleasant Valley School District
Workplace Safety Committee
Building Inspection Form**

Industrial / Maintenance Area

School: _____ Date: _____

Location: _____

Completed by: _____

1. Fire extinguishers are mounted and regularly serviced. YES NO Date of Action: _____

Comment: _____

2. Fire extinguishers of the proper type for the chemicals on hand are mounted and serviced. YES NO Date of Action: _____

Comment: _____

3. Personal protective equipment is available, in good condition and used (e.g. face shields, safety glasses, aprons, gloves, respirators.) YES NO Date of Action: _____

Comment: _____

4. Power shut-off switch is within reach of the operator's position at each machine. YES NO Date of Action: _____

Comment: _____

5. Power to each machine can be locked out and tagged for maintenance, repair, or security. YES NO Date of Action: _____

Comment: _____

6. Machines can automatically restart when power is restored after a power shutdown or outage. YES NO Date of Action: _____

Comment: _____

7. All emergency stop buttons are colored red. YES NO Date of Action: _____

Comment: _____

8. All pulleys, belts, rotating shafts, chains, and gears within 7 feet of the floor or working level are guarded. YES NO Date of Action: _____

Comment: _____

9. Guards are in place for points of operation, nip points, power transmission shafts and high temperature surfaces. YES NO Date of Action: _____

Comment: _____

10. Machinery guards are secure so that their use does not present a hazard. YES NO Date of Action: _____

Comment: _____

Safety is No Accident

11. Saws used for ripping are equipped with anti-kick back devices and spreaders. YES NO Date of Action: _____

Comment: _____

12. Combustible scrap, debris and waste materials are stored in covered metal receptacles and removed promptly. YES NO Date of Action: _____

Comment: _____

13. Painting is done in well ventilated areas. YES NO Date of Action: _____

Comment: _____

14. A UL listed spray booth is maintained for spraying of flammables. YES NO Date of Action: _____

Comment: _____

15. Approved tanks and containers are used for storage and handling of flammable materials. YES NO Date of Action: _____

Comment: _____

16. All flammable liquids are kept in a closed container when not in use. YES NO Date of Action: _____

Comment: _____

17. Bulk drums of flammable liquids are grounded and bonded to containers during dispensing. YES NO Date of Action: _____

Comment: _____

18. Storage rooms for flammable and combustible liquids have explosive-proof lights. YES NO Date of Action: _____

Comment: _____

19. Safety cans are used for dispensing liquids at the point of use. YES NO Date of Action: _____

Comment: _____

20. Outside dumpsters are non-combustible and located away from the building. YES NO Date of Action: _____

Comment: _____

21. Outside storage of boxes, pallets, etc. are stored away from the building. YES NO Date of Action: _____

Comment: _____

22. When electrical equipment is to be serviced, maintained, or adjusted, necessary switches are opened, locked, and tagged. YES NO Date of Action: _____

Comment: _____

23. Portable electrical tools are grounded or of the double insulated type. YES NO Date of Action: _____

Comment: _____

Safety is No Accident

24. Extension cords have a grounded conductor. YES NO Date of Action: _____
Comment: _____

25. Multiple plug adapters are prohibited. YES NO Date of Action: _____
Comment: _____

26. Exposed wiring and cords with frayed or deteriorated insulation are replaced promptly. YES NO Date of Action: _____
Comment: _____

27. In damp, wet or outdoor locations electrical power source is provided with a ground fault circuit interrupter (GFI). YES NO Date of Action: _____
Comment: _____

28. Flexible cords and cables are free of splices and taps. YES NO Date of Action: _____
Comment: _____

29. Electric power switches and circuit breakers are labeled to indicate their use of equipment served. YES NO Date of Action: _____
Comment: _____

30. All unused openings (including conduit knockouts) in electrical enclosures are closed with appropriate covers. YES NO Date of Action: _____
Comment: _____

31. HAZCOM: _____ MSDS Books YES NO Date of Action: _____
Comment: _____

Other comments or notes: _____

If more space is needed, attach extra sheet to this form.